

RECORDS DISPOSITION SCHEDULES

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OFFICE ADMINISTRATIVE FILES

**100** Office Administrative Files (NC1-330-77-4) The files described in this subgroup relate to the performance of routine administrative operations and in obtaining administrative services from the offices and staff sections responsible for providing them.

Disposition: Transfer all permanent records of this series to National Archives when 30 years old, unless otherwise indicated or needed for agency purposes.

**101** Office General Information -.

101-01 Office General Management Files. Documents relating to the internal management or general administration of an office. Included are:

Documents on internal office procedures, hours of duty, and individual duties that do not have continuing applicability.

Documents on office participation in charitable affairs, such as blood donations and contributions to philanthropic or charitable associations.

Documents on tests of civil defense, fire, or comparable emergency evacuation procedures.

Documents on security, and documents on the security classification system in general.

Documents on safety within the office, such as minutes of safety meetings, notification of safe and unsafe practices, and comparable documents.

Documents on the office's involvement in forms, publications, records, and reports management, such as records and forms surveys and inventory reports (but not papers relating to the initiation of specific forms, publications, and reports that pertain to the performance of the office's mission or functions).

Documents on the general use of ADP (but not documents concerned with the employment of ADP for performance of the office's mission or functions) .

Documents on the general routine use of ADP (but not documents concerned with the employment of ADP for performing specific mission, functions, or process thereof) .

**Disposition:** Destroy after 1 year or on discontinuance, whichever is first.

**101-02** Office Inspection and **Survey** Files. Documents on inspecting and **surveying** internal office administrative procedures. Included are: Extracts of inspection reports, security inspection reports, 'safety inspection reports, or comparable communications that pertain only to the performance of housekeeping operations within the office, including communications about impending inspections. Excluded are management improvement reports submitted to the Office of Management and Budget (OMB) which are of a permanent nature.

Management survey reports and similar documents that are applicable to internal office procedures.

**Disposition:** Destroy after the next comparable survey or inspection.

**101-03** Office Instruction Files. Documents on the preparation and issuance of office memorandums or comparable continuing instructions applicable only to internal administrative practices within the preparing office. Included are copies of the instructions and communications relating to them. (This file number is not applicable to instructions concerning the performance of mission functions of the office even though they may be issued as standing operating procedures or in comparable format.)

**Disposition:** Destroy on supersession or obsolescence.

**101-04** Office Organization Files. Documents on the organization and function of an office, such as copies of documents that are duplicated in the office charged with determining the organization and functions of the agency. Included are copies of functional charts and functional statements; copies of documents relating to office staffing and personnel strength, such as extracts from manpower **surveys** and **manpower** authorization vouchers; and similar papers. Also included are documents reflecting minor changes in the organization of the office that are made by the office chief and that do not require evaluation and approval by the Secretary of Defense.

**Disposition:** Destroy when superseded, obsolete, or no longer needed for reference.

**101-05** Office Record Locator Files. Documents used to **locate** files in the current files area, or files that have been transferred to the records holding area or retired to a records center. Included are **lists** of selected file numbers, copies of file plans not issued as directives, and retained copies of

records shipment lists. (Card indexes to individual mission record **groups** should not be identified as locator files but as **reference paper** files to the mission records. Lists of selected **file numbers may** be filed loosely in front of organized files.)

Disposition: Destroy file plans and lists of file numbers when superseded. Destroy shipment lists when records reflected thereon have been destroyed; or destroy on discontinuance, whichever is first.

101-06 Record Access Files. Documents received or prepared by an office that show name, grade, and other identification of individuals authorized access to official records, particularly classified material. 'Included **are** requests for access and approvals thereof, roster of individuals authorized access and similar documents.

Disposition: Destroy on supersession or obsolescence of the authorization document or on transfer, **separation**, or relief of the individual concerned.

101-07 Security Container Record Files. Form placed on safes, cabinets, or vaults containing security classified documents and used for providing a record of entry into the containers.

Disposition: Destroy the day following the last entry on the form, except in the case of forms involved in an investigation, which will be retained until completion of the - investigation.

101-08 Security Container Information Files. Up-to-date records of all office safe and padlock combinations, together with other information necessary to identify and locate the safes **or** containers and the individuals having knowledge of the combination.

Disposition: Destroy when 2 years old (GRS 18, Item 7) (reference (p)).

101-09 **Office** Classified Document Receipt Files. Receipts for classified documents issued or transferred. If classified document receipts are used concurrently as a register and control file, they will be identified and disposed of under file number 101-12.

Disposition: Destroy when 2 years old (GRS 18, Item 2) (reference (p)).

101-10 Office Classified Register or Control Files. Documents reflecting the identity and location of classified papers for which the office is accountable.

Disposition: Destroy when 2 years old (GRS 18, Item 4) (reference (p)).

101-11 Temporary Internal Receipt Files. Documents used in **making** temporary loan of classified documents within the office as distinguished from transferring or issuing classified documents in an office or headquarters. Such loans are normally of short duration and borrowed documents are often returned within the same workday.

Disposition: Destroy when 2 years old (GRS 18, Item 2) (**reference** (p)).

101-12 Office Nonregistered Classified Document Destruction Certificate Files. Forms or other documents accumulated by an office which reflect the destruction of classified documents.

Disposition: Destroy when 2 years old (GRS 18, Item 3) (reference (p)).

101-13 Office Mail Control Files. Documents that relate to the control of incoming and outgoing mail by offices other than official mail rooms and postal activities. Included are routing and suspense **slips**, records of messenger trips, and similar documents. In rare cases, they may also include copies of receipts for accountable **mail**; e.g. , **registered, certified, and numbered** insured mail.

Disposition: Accountable mail receipts: Destroy after 2 years. Other documents: Destroy after 3 months. See Series 102-11 for additional information on mail room operations.

101-14 Office Financial Files. Documents on the participation of offices in matters concerning the expenditure of funds incidental to the performance of the mission of the office, such as itineraries and cost estimates for travel and notifications to budget offices of funds required for travel; requests for long distance telephone funds, notifications from budget offices of telephone funds that are available, and reports of long-distance telephone calls; receipts for pay checks and other documents relating to the distribution of checks to individual employees; receipts for savings bonds and other **documents** on distribution of savings bonds directly to individual employees; and comparable papers.

Disposition: Destroy after 1 year or on discontinuance, whichever is first.

101-15 Office Service and **Supply** Files. Documents on ordinary supplies and equipment used by an office; office space and utilities; communications, transportation, custodial or other services required by an office; and to the general maintenance of an office. Included are: Requests to supply activities for supplies, receipts for supplies and equipment, and similar papers on office supply matters. Requests and other documents on issue of keys and/or locks to an office. Requests for publications and blank forms, and other papers on supply and distribution of publications to an office. Documents relating to **local** transportation required by, or available to, an office. Requests for office space and similar documents on office space. Requests for installation of telephones, floor plans showing location of office telephone **extensions, requests** for change to telephone directories, and similar papers. Documents on the modification, repair, or change of office heating, lighting ventilation, cooling, electrical, and plumbing systems. Documents on painting, partitioning, repairing, or other aspects of maintaining the office physical structure. Documents on other logistical type **services** required by, or provided to, an office.

Disposition: Destroy 1 year after completion of action.

101-16 Office Property Record Files. Cards, lists, hand receipts, or comparable documents showing accountable property charged to the office.

Disposition: Destroy when superseded, obsolete, or when the property is turned in, whichever is first.

101-17 Office Equipment Approval and Utilization Files. Documents on approval and use of office property. Included are documents reflecting approval of such items of equipment as office copiers; documents reflecting individual and cumulative **repairs**, adjustments, and usage of **items** of office equipment, and similar or related documents.

Disposition: Destroy when superseded, **obsolete, or** upon disposal of the related item of equipment, whichever is first.

101-18 Classified Matter Inventory Reporting Files. Documents used to report the results of physical inventories conducted to assure all classified matter is accounted for.

Disposition: Destroy when 2 years old (GRS 18, Item 4.) (reference (p)). (Also see Series 209 for more detail.)

101-19 Security Classification Regrading Files. Documents authorizing the regrading of security classified documents.

**Disposition:** Retire to the **WNRC** 2 years after final action. Destroy when 5 years old (see also Series 209).

101-20 Office Management System Files. Documents related to the use and approval of a miniaturization system, a word processing system, or similar system.

**Disposition:** Destroy when system is no longer in effect.

101-21 Office Space Assignment Records Files. Documents reflecting administrative space assigned to an office. Included are space assignment records and similar or related documents.

**Disposition:** Destroy when superseded or obsolete.

**101-22 Publications Request Files.** -Requests for publications, photos, and general information including applications or form requests with copies of acknowledgments and replies.

**Disposition:** Destroy requests, replies, and related information 3 months after annual file cutoff.

## **102 'Office Administrative Files**

102-01 Reference Publication Files. Copies of publications issued by other Government agencies, and nongovernmental organizations maintained for general reference with an office. Not to be confused-with documents described under series 103-08.

**Disposition:** Destroy when superseded, obsolete, or no longer needed for reference purposes, except that accountable - publications shall be returned to supply channels.

102-02 Technical Material Reference Files. Copies of technical materials, such as motion pictures, sound recordings, **still** photographs, transparencies, charts, and **maps retained** for reference purposes only.

**Disposition:** Destroy when superseded, obsolete, or no longer needed for reference, except that accountable publications shall be returned to supply channels.

102-03 Reading Files. Copies of outgoing communications, **arranged** chronologically, and maintained for periodic review by staff members. This does not apply to chronological reading files of Top Officials (see Section 102-16).

**Disposition:** Destroy when no longer needed for reference purposes.

102-04 Office Message Reference Files. Copies of incoming and outgoing messages maintained in numerically or chronological order for reference purposes in offices other than the Cables Division, **WHS**, and official record copies of messages that must be filed in the appropriate mission files of the office.

Disposition: Destroy after **1** year. Earlier destruction is authorized.

102-05 Policy and Precedent Files. Extra copies of documents establishing policy or precedent for future and continuing action. Normally, policy and precedent files are maintained at the operating level, and consist of copies of standing operating procedures, statements of policy of procedure, examples of typical cases, and other documents duplicated in functional files.

Disposition: Destroy individual documents when superseded or obsolete. Destroy entire file **on** discontinuance of organizational elements to which it relates.

102-06 Publications Files. Publications, manuscripts and associated papers on publications issued by the OSD.

Disposition: a. Retire record copies to the **WNRC** 2 years after file cutoff. Transfer to the National Archives after 25 **years.** b. Destroy duplicate copies 1 year after issuance of the publication. c. Case files. Destroy when no longer needed for reference.

102-07 Nonpolicy Administration Files. Correspondence, transmittal memoranda, instructions, and other related material of a **nonpolicy** nature on internal administration and operations.

Disposition: Cut off upon supersession or obsolescence; destroy 3 years after cutoff.

102-08 Messenger Service Records Files. Messenger service records including daily logs, assignment records and instructions, dispatch records, delivery **receipts, exclusive of** receipts for Secret and Top Secret classified Defense information, route sheets, and related and similar documents.

Disposition: Cut off annually; destroy 2 months after files cutoff .

102-09 Mailing Lists Files. Mailing lists and related material.



1. Correspondence, request forms, and other records on changes in mailing lists.

**Disposition:** Destroy after appropriate revision of mailing list or after 3 months, whichever is sooner (GRS 13, Item 4a) (reference (p)).

2. Card list.

**Disposition:** Destroy individual cards when **cancelled** or revised (GRS 13, Item 4b) (reference (p)).

3. Address plates, stencils, or **tapes**.

**Disposition:** Destroy or correct individual address plate, **stencil**, or tape **when cancelled or** revised.

#### 102-10 Postal Records Files

1. Records on the receipt and dispatch of registered mail pouches.

**Disposition:** Destroy when 1 year old (GRS 12, item 5a) (reference (p)).

2. Applications **for postal** registration and certificates of declared value of matter subject to-postal surcharge.

**Disposition:** Destroy when 1 year old (GRS 12, Item 5b) (reference (p)).

3. Receipts for incoming and out-going registered and insured mail.

**Disposition:** Destroy when 1 year old (GRS 12, Item 5a) (reference (p)).

4. Return receipts for registered, insured, and special delivery mail.

**Disposition:** Destroy when 1 year old (GRS 12, Item 5a) (reference (p)).

5. Reports of **loss**, rifling, delay, wrong delivery, or other improper treatment of mail.

**Disposition:** Destroy when 1 year old (GRS 12, Item 5c) (reference (p)). Except when Secret or TS information is involved, then transfer to related investigation case folder (see Series 210-01.)

102-11 Mail Control Files. Mail Control Records and Supporting papers.

1. Records consisting of receipts and routing information on incoming and outgoing mail when used as indices to correspondence files.

Disposition: Destroy when 1 year old (GRS 12, Item 6a) (reference (p)).

2. Statistical reports used on outgoing mail (air mail, special delivery, registered, foreign and parcel post over 4 lbs.).

Disposition: Destroy when 6 months old (GRS 12, Item 6b) (reference (p)).

3. Requisitions for postage or stamps, exclusive of copies used as supporting documents to payment voucher.

Disposition: Destroy when 6 months old (GRS 12, Item 6c) (reference (p)).

4. Production reports on mail handling and work performed with compilations derived therefrom.

Disposition: Destroy when 1 year old (GRS 12, Item 6e) (reference (p)).

5. Records relating to remittances and other valuable enclosures received in incoming mail by mailroom.

Disposition: Destroy when 1 year old (GRS 12, Item 6f) (reference (p)).

6. Records and receipts for mail and packages received.

Disposition: Destroy when 6 months old (GRS 12, Item 6g) (reference (p)).

102-12 Electrical Messages File. Records of electronically transmitted messages.

1. Incoming and outgoing electrically transmitted messages, other than those relating to routine matters of internal administration and operation.

Disposition: a. Permanent. Retire copies of messages and related papers 6 months after file cut off to the WNRC. Transfer

to the National Archives when 30 years old. b. Destroy all other copies 6 months after transmission or receipt.

2. Incoming and outgoing electrically transmitted messages relating to routine matters **of** internal administration and operation.

Disposition: a. Cut off annually; dispose of record copies 2 years after cutoff. b. Destroy all other copies 6 months after transmission.

3. Operating records of message units, including **logs**, registers, correspondence, performance reports and related records, exclusive of Top Secret and Secret classified Defense information receipts and destruction reports.

Disposition: **Cut off annually.** Destroy 6 months after cut off.

102-13 Program Progress Files. Records on program progress and accomplishment, including related planning records "and other backup case records. These files contain all significant programs, the program objectives, planned milestones, progress reports, and related documents.

Disposition: a. Case files are permanent. Cut off when no longer needed for current business, retire copies 2 years after cut off to the **WNRC**. Transfer to the National Archives when 30 **years** old. b. Destroy duplicate copies and nonrecord materials 6 months after **cutoff**, unless part of a case file.

102-14 Implementation Files. Records on the implementation of procedures, systems, methods and standards, and associated matters that result in operational and administration changes.

Disposition: a. Cut off case files when no longer needed for current business, hold in the CFA 3 years and retire to the **WNRC**. Destroy when 30 years old. b. Destroy duplicate copies and nonrecord material 6 months after file cutoff, unless part of a case file.

102-15 Informational Records Files. Informational records such as administrative memoranda, courtesy copies of correspondence and publications circulated for informational purposes only, including work sheets and papers, drafts, stenographic notebooks, tape or wire recordings, feeder reports that are transcribed to basic data reports temporary or interim material, and all other data used only as notes for preparing record material, exclusive of concurrences **of coordination** copies, or copies associated with case material.

Disposition: Destroy these materials 90 days after serving the purpose for which they are collected.

102-16 Chronological Reading Files. Outgoing correspondence arranged in chronological order prepared for office routing to assist in dissemination of information.

Disposition: Destroy 1 year after monthly, quarterly, or semiannual cutoff, except those maintained in the offices of the Secretary of Defense, immediate offices of the heads of each OSD **Component**, and the heads of those organizations under OSD for administrative support, which are permanent. Retire to the WNRC 3 years after cutoff and transfer to the National Archives when 40 years old. See NC1-33 O-77-4, which **is** available in the Records Management Division, for authorization to convert these files to microform.

102-17 White House Correspondence Files.

1. White House Correspondence of a routine non-policy nature with no long term value.

Disposition: Cut. off every 6 months. Retire to the **WNRC** when 1 year old; destroy when 7 years old.

2. Correspondence relating to substantive policy-related matters.

Disposition: Cut off every 6 months; retire to the **WNRC** 2 - years after cut off. Transfer to the National Archives when 25 years old. NB: The Freedom of Information Act does not apply to the President, the White House Office, and the President's **principal** advisors. Mail of this nature referred to the OSD is personal mail and should be maintained separately from regular mail, as a courtesy for the White House, and it shall be returned thereto upon request. It may be transferred to the National Archives only if approved by the White House.

102-18 Congressional Correspondence (NC1-33 O-79-1) .

1. Correspondence of a routine nature with no historical value. Congressional inquiries originated by Armed Forces personnel, the public, or members of Congress, that are forwarded to the OSD for reply. Examples include letters regarding the Office of Civilian Health and Medical Program of the Uniformed Services (**OCHAMPUS**) benefits for dependents, rejections for military service, requests for information about commissary privileges for retirees and retirement benefit programs, physician pay bonus program eligibility, and public inquiries as

to how and where military equipment can be purchased, discrimination complaints, and public inquiries on Defense spending.

Disposition: Retire to the **WNRC** when 1 year old; destroy when 7 years old.

2. Correspondence of a substantial nature with historical significance. Congressional inquiries originated by Armed Forces **personnel**, the **public**, or **members** of Congress, that are forwarded to the OSD for reply. They are primarily originated by Congress and pertain to substantial policy issues such as plans, objectives, or responsibilities. Examples include letters between Congress and the Secretary of Defense outlining the appropriations history of weapons projects, international **programs**, DoD ADP programs, international incidents such as the seizure of vessels or aircraft shootdowns, intelligence operations, war reserves, Defense contract awards, and important investigations.

Disposition: Permanent. Retire to the **WNRC** 1 year after close of the case; transfer to the National Archives when 20 years old.

#### 102-19 Special Studies. **(NC1-330-80-11)**

1. Reports and correspondence on formal inquiries or investigations for other than personnel or security reasons. Documents accumulated by special task forces or committees appointed for these tasks that do not fall in other identifiable **functional** areas.

Disposition: Permanent. Reports of the task groups or committee, retire to the **WNRC** when no longer needed for reference; transfer to the National Archives when 30 years old.

2. Reference and other non-record material accumulated in the study.

Disposition: Destroy when no longer needed for reference.

**103** Common Mission Files. General policy and administrative files relating directly to the mission of an OSD functional element that are distinct from office administrative & management files. They are to be used only as needed. **(NC1-330-92-1, except where otherwise noted.)**

103-01 **Policy** Files. **(NC1-300-93-1)** These files accumulate in the offices of the Secretary and Deputy Secretary of Defense, immediate offices of the Under and Assistant Secretaries of

Defense, or any element of any OSD Component involved in making, promulgating, or analyzing policy relating to a Component's **mission**. They are not to be confused with Policy and Precedent (102-05), Publications (102-06), or Instruction (103-02) files and include the following:

1. Issuances such as memorandums and letters or other correspondence which announce, modify or change, rescind, or explain any process, procedure or function.

Disposition: Permanent. Retire to the **WNRC** when superseded or obsolete.

2. Analyses, **studies**, and **substantive** correspondence and memos that evaluate or assist in the evaluation of a **process**, procedure, or function.

Disposition: Permanent. Retire to the **WNRC** when superseded or obsolete.

3. Routine background materials accumulated in the course of formulating or analyzing policy. They may consist of reference papers, extra copies of reports or other documents, and correspondence of a transitory or informational nature only. (File substantive background papers under 103-01.2.)

Disposition: Destroy when no longer needed for reference.

103-02 Instruction Files. Documents on preparing, coordinating, issuing, and interpreting directives, regulatory instructions and comparable instructional material. These files accumulate in offices responsible for preparation and interpretation of instructions and include coordinating actions, studies, interpretations, and published record copies of instructions, such as regulations, supplements, memoranda, circulars, pamphlets, and bulletins; Standard Operating Procedures (SOPS) or similar issuances; messages used for expeditious interim changes to instructions; **technical** newsletters or comparable media used to forward semiofficial and authoritative instructions; and official training materials.

Disposition: Permanent. Cut off annually or on supersession or obsolescence, as reference needs require. Retire to the **WNRC** 5 years after cut off. See Section 213 for master copy of directives.

103-03 Administrative Files. Documents on the overall or general routine administration of a Component's activities, but exclusive of official personnel files pertaining to individuals

described in this AI.

These files generally include the following:

1. Routine comments on regulations, directives, or other publications prepared by another office with primary responsibility. If comments result in additional action affecting the mission or functions of the office, documents should be filed with the appropriate mission function files.

2. Evaluations of suggestions that do not result in issuing an instruction or establishing a project.

3. Program and budget documents, management improvement reports, cost reduction reports, and comparable management reports prepared to **submit** data **to** offices responsible for these management" functions.

4. Extracts of reports of inspections, surveys, or audits that pertain to the operation of the mission or functions.

5. Comments on or contributions to news releases or other media furnished to publicize and promote the mission or functions.

**Disposition:** Destroy after 5 years or discontinuance, whichever is first.

**103-04** Agreement Files. Documents on agreements between elements of the OSD, between the OSD and other Military Services or Federal Agencies, or between the OSD and other non-Federal organizations or agencies; but not with foreign countries. These - agreements are negotiated to provide for continued understanding between recognized organizations in DoD or within the OSD about **personnel** and training. Included are agreements, agreement checklists, amendments, review comments, related **correspondence**, and similar documents.

**Disposition:** Office requesting support and office providing support . Agreements involving transfer of personnel spaces and training will be destroyed 6 years after supersession, cancellation, or termination of the agreement. Reviewing offices: Destroy **1** year after supersession, cancellation, or termination of the agreement. Earlier destruction is authorized.

**103-05** Orientation and Briefing **Files**. Documents used in orientations and briefings given to visitors and newly assigned individuals about the mission, functions, and physical layout of an office. Included are photographs, transparencies or vugraphs, copies of specially prepared handouts, and related or similar documents.

**Disposition:** Destroy on supersession or obsolescence.

**103-06 Committee Files.** Documents on establishing, operating, and dissolving committees that consider, advise, take action, and report on specifically assigned functions. They include joint, interdepartmental, and international committees in which OSD participates; as well as committees within principal components of the Department of Defense. Included are proposals, approvals, and disapprovals to establish the committee; charters, terms of reference, and comments on **them**; directives establishing, changing, continuing, or dissolving the committee; documents nominating, approving, appointing, and relieving **committee** members; notices, agenda, minutes, and reports of committee meetings; **and** related documents: (These files pertain only to the sponsor or secretariat. For other committee records, see **those** covered under 201-01 or -11 in this Instruction **or GRS 16, Item 8**) (reference (p)).

**Disposition:** a. Office of committee chairman or secretariat, whichever is designated office of record, and offices of members of international committees in which a foreign government is office of record, permanent. Cut off when no longer needed for current operations. Retire to the **WNRC** 5 years after cutoff or when the committee is abolished. b. Offices of other committee members, destroy when no longer needed for current operations.

**103-07 Staff Visit Files.** Documents on scheduled or special visits (but not inspections, surveys, or audits) for performing staff or technical supervision or for conducting studies. This description is not applicable to visits made in connection with a specific process or case that should be filed with documentation of the case or process. Included are requests for permission **to** visit, **reports** of visit, recommendations, and other directly related documents.

**Disposition:** Destroy when 5 years old, except **files** on recurring staff visits will be destroyed on completion of the next **visit**.

**103-08 Reference Paper Files.** Documents used to facilitate, control, or **supervise** the performance of a specific function, process, or action as distinguished from those **official records** necessary for documenting performance of a function, process, or action they are used with. Reference paper files **consist** of the following types of documents:

1. Notes, drafts, feeder reports, news clippings, similar working papers, and other materials accumulated for preparation



of a communication, a study, an investigation, a survey, an inspection, or other action. This description does not include official and quasi-official recommendations, coordinating **actions**, and other documents that contribute to or result from preparation of the communication or other record.

Disposition: Cut off on-completion of the communication, study, **survey** report, or other action. Destroy in blocks after an additional 3 months, 6 months, or 1 year. Earlier destruction is authorized.

2. Cards, listings, indexes, and similar documents used for facilitating and controlling work.

Disposition: Destroy when no longer needed to facilitate or control work.

3. Copies of technical documents, intelligence documents, emergency plans, mobilization plans, and similar reproduced materials that do not fall within the description for reference publication files.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

4. Documents received for **general** information purposes that require no action and are not **required** for **documentation** of specific functions.

Disposition: Destroy after 1 year. Earlier destruction is authorized.

5. Extra copies of documents maintained by action officers that reflect actions taken by the action officer. Such files should not be established unless absolutely necessary.

Disposition: Destroy after 1 year. Earlier destruction is authorized.

6. Copies of documents accumulated by **supervisory** offices, such as chiefs of directorates, divisions, branches, or separate offices. These documents duplicate the record copy filed elsewhere in lower level offices of the same organizational element that are responsible for performing the action, process, or function. Such files should be established only when necessary, and not in offices of the same organizational element.

Disposition: Destroy after 1 year. However, documents in the **active** file that require additional action or relate to reopened cases should be brought forward for **filing** in the current file. Earlier destruction is authorized.

**103-09 Official Visits Files.** (NC1-330-93-6) These files pertain to both foreign and domestic visitors but not consultants, contractors, or the officials of other Government agencies visiting in connection with special projects or other mission-related matters. They may consist of letters, memorandums or other correspondence; schedules or itineraries; lists of points of contact; and information on clearances and liaison activities required to obtain official approval for visits. Also included may be duplicate copies of travel orders, papers accumulated in the process of arranging billeting, transportation, messing and other purely logistical arrangements to support visitors, and documents relating to the selection and activities of escort officers. -.

**Disposition:** Cut off after completion of visit, hold in the current files for 5 years and destroy. Earlier destruction is authorized if no longer needed for reference purposes.

**103-10 GAO/IG Audit Report Files.** (NC1-330-93-6) These are copies of GAO/IG audit reports and other correspondence used to track the processing of inspection activities in connection with ongoing programs. Not to be confused with series 101-02 Office Inspection and Survey Files. This provides a central, discrete file of these reports for use by action offices.

**Disposition:** a. Action copies. Cut off and retire to the WNRC when no longer needed for oversight or action; destroy after 15 years. b. Information copies. Destroy when no longer needed for reference purposes.

**103-11 Legislative Branch Relations Files.** (NC1-330-93-6) These files are used to maintain material pertaining to the preparation and submission of reports to and testimony and hearings before Congress as well as background papers containing comments on proposed legislation affecting programs. They are not to be confused with papers maintained under series 102-18, Congressional Correspondence, or series 1000, Office of the Assistant Secretary of Defense (Legislative Affairs).

**Disposition:** Cut off upon presentation or submission; destroy when 5 years old. Earlier destruction is authorized when no longer required for reference purposes.